



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 43.3

### TITLE: USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT

**EFFECTIVE: 12/10/2017**

**REVISED: Replaces Policy 620**

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#### PURPOSE

This Chapter shall serve as a system of controls for the use of Department-owned surveillance equipment. It is the intent of this Chapter to prevent damage to or loss of surveillance equipment and to regulate use to prevent unauthorized use.

#### POLICY STATEMENT

1. All electronic or mechanical surveillance equipment which may be used by commissioned members of the Department shall either be owned/leased by the City of New Orleans or on loan to the Department from another law enforcement agency.
2. If specialized training is required for the proper use of any surveillance equipment, the member requesting its use must provide documentation of required training or shall be trained prior to using the equipment.
3. Prior to the use of surveillance equipment, the member shall be thoroughly briefed on all state and federal guidelines governing the equipment's use by a supervisor of the unit responsible for storing and maintaining the equipment or the training officer responsible for member training on the proper use of the equipment.
4. Video surveillance of areas open to public view needs no special authorization. No video equipment shall be installed to view any areas which would otherwise have required and officer to obtain a warrant to enter.

#### GENERAL

5. When requesting use of surveillance equipment from another section of the department, a member shall:
  - (a) Write an interoffice correspondence (Form 105) through the chain of command specifically stating the equipment needed, the time frame, and the investigation.
  - (b) The member's Commander shall check with the Deputy Chiefs of FOB, ISB and PIB to ensure the surveillance will not interfere with a current ongoing investigation.
6. If approved, surveillance equipment shall only be issued by supervisory personnel to the

supervisor responsible for the member assigned to the unit requesting the use of the equipment.

7. The supervisor receiving the equipment shall complete all forms required by the issuing unit to track the equipment's use.
8. All surveillance equipment will be returned to the issuing unit upon completion of the investigation.
9. The equipment will be returned by supervisory personnel, and a receipt will be obtained.
10. The receipt shall be maintained by the commanding officer of the unit who requested its use.
11. Whenever surveillance equipment is used, tapes, photographs, printouts, and audio or video recordings will be recorded in a format capable of being processed as evidence.
12. Any audio and video recording to be logged as evidence will be copied. The original will be placed into evidence, and the copy will remain in the case file held by the investigator.
13. Any officer aware of or discovering the unauthorized use of surveillance equipment shall report it to the unit issuing the equipment and PIB. A disciplinary investigation shall be conducted. PIB may conduct the investigation or refer it to the supervisor monitoring the investigation to determine the extent of misuse.
14. Any lost, stolen, or damaged surveillance equipment will be documented in an incident report (EPR) and a copy shall be delivered to the equipment's issuing unit. Damage caused by negligence may subject the member to disciplinary action.
15. A supervisor from the unit requesting the equipment shall closely monitor the surveillance and investigation.